Intellect

Rutgers University Libraries’ Process and Project Management Solution

April 2013
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Intelligent Processes with Intellect

Intellect is a Web-based integrated Workflow and Business Process Management (BPM) software solution developed by Interneer, Inc. It gives you the facility to model, manage, and optimize projects, processes, and workflows. Employing familiar “drag and drop” technology you can easily create, document and track processes important to you; Templates and reports can be customized to suit your project needs – without programming. You can include as much information about a project or process that you or your staff may need to capture. You can manage your project effectively using Intellect whether your project is simple or complex.

Online training webinars and documentation are available at: http://download.interneer.com.

Who should use Intellect?

RUL faculty and staff who have project management responsibilities can use Intellect to manage project(s). Whether you are a project manager or a team member, you can use Intellect to manage your projects effectively.

Is Intellect right for you? Please contact the Integrated Information Systems department at the following email address: intellect_help@rulmail.rutgers.edu.

Why Intellect?

Intellect is a customizable tool; a wide variety of solutions can be built around it without any programming. Its power is in its ability to manage project or processes.

How does Intellect work?

Data entry using forms
Forms are used to gather information about your project. They can be customized to suit your specific project needs. The forms can have fields of different types such as date/time, checkbox, text, drop down, number, attachment field etc. You can capture as many details as you want to record your project activities using the forms. Reports are generated based on the information you gather in the forms.
Data representation using tables
The project information gathered in the forms is stored in tables. A table is much more than a spreadsheet. Information in any table can be sorted by column. It is also where a Project Manager will go to manage his/her projects.
Process handling using workflow

Workflow is a graphical representation of the tasks in a project and process. Each project and process tracked in the system can be associated with a workflow which is populated by the tasks needed to complete the project or process. Also, workflows can be built, stored, and reused for projects which use the same workflow, eliminating the need to build them each time.

The workflow is dynamically updated to reflect where the project is in real time. Tasks shaded in green indicate they are completed. Yellow indicates the step in the workflow which is currently In Progress. If it were overdue it would be shaded Red. Automated email notifications can be sent to the person(s) responsible for that task and any other interested parties alerting them that an action has been completed and the next action needs to take place. The Project Manager can hover over any task in the workflow to get more detailed information about that task.

Customized reports

Information can be presented in reports in whatever manner best suits your specific needs. Reports can be as detailed or as high level as you want. As long as the information you wish to see in a report has been included in a field within Intellect, a report can be generated for it. Since the reporting function draws from the data within the system and naturally, the more robust the data the more powerful the reporting possibilities. The reports are not defined by the system; they are defined by you, the user.
Reports can be generated based upon current or overdue tasks, project managers, participating staff or whatever information is being captured for the project. Bottlenecks can be more readily identified and, as a result, resource allocation can be more efficiently and systematically managed.
Projects in Progress

<table>
<thead>
<tr>
<th>No.</th>
<th>Project Name</th>
<th>Category</th>
<th>Project Managers</th>
<th>Metadata Manager</th>
<th>Status</th>
<th>Ongoing/Finite</th>
<th>Commitment?</th>
<th>Collection Owner/Contact</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Conklin Hall Occupation</td>
<td>Major Digital Projects</td>
<td>Au White</td>
<td>In Progress</td>
<td>Finite</td>
<td></td>
<td></td>
<td></td>
<td>Needs rights evaluation. Need to know the size and scope. Will this have an EAD finding aid? Scanned primary documents from the occupation; converted interviews with BOS members that were done in the 1980s from cassettes to CDs; videotaped interviews with faculty, staff and students to gather experiences about the occupation in 2009. Mid 1990’s collection of audio interviews with transcripts.</td>
</tr>
<tr>
<td>2</td>
<td>GGREAT Student Projects (From Grassroots to Global Reach at Rutgers)</td>
<td>Routine Digital Projects</td>
<td>Marker</td>
<td>In Progress</td>
<td>Finite</td>
<td></td>
<td>Fagan, Julie</td>
<td></td>
<td>A faculty member has approached RUcore to be the host site for the GGREAT Student Projects which will be Wikipedia-like essays on global problems with links to podcasts, student artwork, essays, etc. Thus far, discussions have only occurred. We will need a better understanding of the complexity and long-term value of the work in order to consider it for RUcore.</td>
</tr>
<tr>
<td>3</td>
<td>IJS Photograph Collection</td>
<td>Major Digital Projects</td>
<td>Hershorn White</td>
<td>In Progress</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td>Needs rights (copyright and privacy) evaluation. 20,000 photographs filed by primary jazz personality in the photo. Approximately 5,000 have already been scanned. 1,500 of these images are owned by IJS and listed in a database on a local computer with minimal metadata.</td>
</tr>
<tr>
<td>4</td>
<td>IJS Roundtable video recordings</td>
<td>Major Digital Projects</td>
<td>Pelote White</td>
<td>In Progress</td>
<td>Ongoing</td>
<td></td>
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<td></td>
<td>Needs rights evaluation. Need to know the size and scope. Video recordings of the IJS roundtables recorded by IJS, which feature speakers presenting a scholarly jazz topic.</td>
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<tr>
<td>5</td>
<td>Karen Guancione artist books and installation art</td>
<td>Routine Digital Projects</td>
<td>Joseph Agnew</td>
<td>In Progress</td>
<td>Finite</td>
<td>Yes</td>
<td>Montemayor, Robert</td>
<td></td>
<td>Approx. 400 images from the library exhibition and other exhibitions. Metadata profile is in design. Rights issues have been addressed. Anticipated start date: late August.</td>
</tr>
<tr>
<td>6</td>
<td>Latino Information Network @ Rutgers (LIN@R)</td>
<td>Routine Digital Projects</td>
<td>Marker Marker</td>
<td>In Progress</td>
<td>Ongoing</td>
<td>Yes</td>
<td>Montemayor, Robert</td>
<td>SCI adjunct professor is leading a multi-department initiative to create a Latino information portal. RUL will add scholarly works by Rutgers faculty on Latino issues. Students have identified a small number of faculty articles for inclusion. Awaiting signed consent forms from those faculty.</td>
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<td>7</td>
<td>Preserving Memory: Newark and Rutgers in the 1960s and 1970s</td>
<td>Routine Digital Projects</td>
<td>Radick De Fino</td>
<td>In Progress</td>
<td>Finite</td>
<td>Yes</td>
<td></td>
<td>Transcription and digitization in process. Metadata creation has not yet occurred. Rights issues have been addressed. 138 hours of oral history recordings on cassette, comprised of Rutgers faculty and alumni during the 1960s and 1970s. 3D computer representations of casts of ancient primate teeth (about 500). These are from known specimens and can be linked to specimen records.</td>
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<td>#</td>
<td>Project Title</td>
<td>Category</td>
<td>Owner</td>
<td>Status</td>
<td>Rights</td>
<td>Notes</td>
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| 8  | Primate Teeth         | Routine Digital Projects  | Womack      | In Progress  | Finite | Scott, Rob at the Smithsonian
Note: This project would be good for us to test our ability to handle a larger number of files (500+) in a collection, handle "exotic" file types, and link to external database records. Scott needs to talk with his co-author to make sure he can share the data. |
| 9  | Roman Coins           | Routine Digital Projects  | Radick      | In Progress  | Finite | SCI Grad student developed a prototype portal. A digital humanities grant proposal may be proposed. Preliminary metadata designed and a percentage of the collection digitized. Create an RUcore digital Roman Coins collection by scanning the SPCOL coins, creating metadata and ingesting these objects into RUcore. The collection is based on ~1300 Roman coins that were provided by a donor. An early prototype exists and is operational on reaper64 |
| 10 | Rutgers Optimality Archive | Service Development      | Agnew, Marker | In Progress  | Ongoing | Prince, Alan Research in Optimality Theory. Collection consists of ca. 1200 papers, dissertations, and monographs. Files are currently available at roa.rutgers.edu.
2 project goals: 1. migrate and archive existing resources to RUcore a) project documents have been divided by rights issues; dissertations are being cataloged; unpublished articles are being researched to see if they have been subsequently published; published articles will be addressed next b) ran into technical issues with pdfs, which cannot currently be OCRed. A fix has been submitted to software arch. In the meantime, dissertations will be ingested for the Fall without OCR.
2. submission service for new uploads--modification of ETD which will support both ETD and Optimality by adding a submission review process. Interim process will be available in January 2013 along with a drupal page/portal. |
| 11 | Video Events in RUcore | Service Development       | Otto        | In Progress  | Ongoing | Received comments from cabinet. Currently on hold as a fee-based service, but conferences that are submitted for cataloging with licenses and releases are being cataloged on an ongoing basis. |
| 12 | Video Mosaic Collaborative | Major Digital Projects   | Agnew       | In Progress  | Finite  | Over 100 videos cataloged, more in process. |
| 13 | Women in Jazz         | Major Digital Projects    | Griffen, White | In Progress  | Finite  | Needs rights evaluation. Need to know scope and size. Will an EAD finding aid be provided? These collections are currently being processed. Includes:
- Ella Fitzgerald – music manuscripts, artwork, and memorabilia.
- Abbey Lincoln – notebooks of her writings, scrapbooks, music manuscripts and scores, and video and audio cassettes of unissued performances and interviews.
- Annie Ross – music manuscripts, personal papers, and photographs, and audio and videotapes of interviews and performances.
- Victoria Spivey – a subset of a larger collection belonging to producer and recording historian Len Kunstadt, consists of correspondence, photographs, business records, discographies. |
| 14 | Yearbooks             | Major Digital Projects    | Radick      | In Progress  | Ongoing | Process for scanning, display, and indexing of names finalized. 6 yearbooks digitized, 3 cataloged and available in RUcore. Copyright issues reviewed and copyright statement developed. Awaiting funding decision from alumni department and Tara McDonnell. Oldest yearbooks are currently in process. |